



ASSESSMENT AND EXAMINATIONS DIRECTORATE
* P. O Box 4571 King William's Town * 5600 *
REPUBLIC OF SOUTH AFRICA * REFERENCE 13/P
Enquiries: Tel: +27 (0)43 604 7709 * Fax 043 604 7786
Website: ecprov.gov.za * Email: mzimhle.mabona@edu.ecprov.gov.za

ASSESSMENT INSTRUCTION 32 OF 2011

TO: DEPUTY DIRECTOR-GENERAL
CHIEF FINANCIAL OFFICER
CHIEF DIRECTORS
DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS:
GRADES 1 - 9
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 23 MAY 2011

**COMMON TESTS FOR GRADES 3, 6 AND 9:
HELP GUIDE FOR SCHOOLS AND DISTRICTS AND GUIDELINES FOR MARKING,
MODERATION, RECORDING AND REPORTING**

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1. INTRODUCTION

The Directorate Assessment & Examinations has developed a Help Guide to assist all Principals in administering the forthcoming Common Tests for Grades 3, 6 & 9.

It is noted that administering common tests is new to many primary schools and the Help Guide is aimed at making the process as simple as possible, while adhering to rules and regulations governing test processes.

2. THE PURPOSE

It is envisaged that this Assessment Instruction will assist teachers, Heads of Departments (HOD), School Management Teams (SMT), Principals and District Officials in managing the Common Tests in Grades 3, 6 & 9 in a uniform manner.

As security and confidentiality of assessment instruments is of paramount importance in achieving valid and meaningful results, Principals are requested to ensure that, by all means, the question papers are to be kept secure and unopened until the date and time indicated on the time table.

All Teachers of Grade 3, 6 & 9 and Subject Advisors will benefit from the attachments to this Assessment Instruction.

This Assessment Instruction also provides direction and clarity with regard to the marking, moderation, recording, and reporting aspects of the Common Tests.

3. COMMON TESTS HELP GUIDE FOR SCHOOLS AND DISTRICTS

Annexure 1 is the **HELP GUIDE FOR SCHOOLS AND DISTRICTS**.

Annexure 2 is the **Declaration form for the collection of Common Tests to be completed by the Principals**

4. MARKING

- Marking shall be done by the teachers and internal school moderation procedures shall apply.
- The provincial marking memorandum, which shall be released to schools by District Offices immediately after the papers have been written, must be used in awarding marks to learners.
- The question paper and marking memorandum is intended to standardise teaching, learning and assessment across the province.

- Despite the diversity in teaching approaches, styles and methodology, it is anticipated that classroom activities would have been aligned to the pace-setters provided.
- In the process of marking and moderation, it must be ensured that no learners are prejudiced. All enquires in this regard should be directed to the District CES: Curriculum

5. MANAGEMENT PLAN: MARKING, MODERATION, RECORDING AND REPORTING OF JUNE COMMON TESTS.

The Management Plan to be followed for marking, moderation, recording and reporting on the common tests is outlined below:

ACTIVITY	TIME FRAME	RESPONSIBILITY
Distribution and collection of marking memoranda after the papers have been written	26/27 and 30 May 2011	District officials and Principals
Marking of written tests by teachers	27 May – 3 June 2011	Teachers
Completion of marking by teachers	3 June 2011	Teachers
Completion of mark schedules and analysis of school results	10 June 2011	Principals & SMT
Submission of mark schedule and analysis to District offices by schools	15 June 2011	Principals
Compilation of District Common Exam schedules and results summaries for Grades 3,6 and 9 completed	22 June 2011	District Director
Submission of District results summaries for Grades 3,6 and 9 common exams to Cluster Chief Directors	28 June 2011	District Director
Presentation of the Common Exam results to HOD and MEC	30 June 2011	Cluster Chief Director

6. COMPLETION OF ANALYSIS OF RESULT FORMS BY SCHOOLS

The analysis forms provided must be submitted to the District Office no later than **Wednesday, 15 June 2011.**

The school principal must complete the attached **Analysis Sheet** for:

- Grade 3 Learners (Annexure 3).
- Grade 6 Learners (Annexure 4).
- Grade 9 Learners (Annexure 5).

Only the results of the common tests are to appear on the Analysis Sheet.

7. COMPLETION OF ANALYSIS OF RESULT FORMS BY DISTRICTS

District Directors are to ensure that all marks for the common tests are received from schools. District officials are required to follow-up and ensure full compliance by all schools by **10 June 2011**.

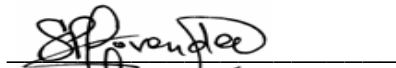
No school is permitted to close for the 2nd term unless Common Test marks have been submitted to the District Office.

The Districts are to analyse the results of all the schools in the District. This shall be done on the forms provided as Annexures 6, 7 and 8 with this Assessment Instruction and must be submitted to the office of the Cluster Chief Director not later than **28 June 2011**.

8. CONCLUSION

It is envisaged that this Assessment Instruction will assist teachers, Heads of Departments (HOD), School Management Teams (SMT), Principals and District Officials in managing the Common Tests in Grades 3, 6 & 9 in a uniform manner. Kindly disseminate the information as soon as possible.

The co-operation of all stakeholders in ensuring the success of this initiative is both anticipated and appreciated.



MR SP GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT